

# RESEARCH MANAGER I (GENERAL)

## PROMOTIONAL EXAMINATION

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### DEPARTMENTAL PROMOTIONAL FOR

EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

### POSITIONS EXIST

Positions exist in Sacramento; however, a limited number of positions exist throughout the State.

### POSITION DESCRIPTION

The Research Manager I (General) (RM I) is a working supervisor responsible for management of a group of analysts, clerical support staff, and possibly technical staff. The RM I personally performs the most difficult or sensitive work of the group. The incumbent is required to have a broad understanding of research methods, statistical methods, automated systems, the ability to manage analysts and other staff, and the ability to synthesize data from a variety of disciplines. Incumbents in the RM I (General) classification are distinguished from other research managers with parenthetical specializations by being required to perform any combination of general research and management duties.

### SALARY RANGE

\$5079 - \$6127 per month

### EXAMINATION DATES

Final Filing Date: **November 7, 2008**

Interviews are anticipated to be held during December 2008.

### FILING INSTRUCTIONS

All Examination Applications (STD 678) must be **POSTMARKED** no later than the final filing date in order to be considered for the examination. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE**. Use of EDD metered mail, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:

#### **MAILING ADDRESS:**

Employment Development Department  
Human Resource Services Div, MIC 54  
Attention: Research Manager I Exam  
P.O. Box 826880  
Sacramento, CA 94280-0001

#### **FILE IN PERSON ADDRESS:**

Employment Development Department  
Human Resource Services Division  
Attention: Research Manager I Exam  
751 N Street, 6<sup>th</sup> Floor Solar Building  
Sacramento, CA 95814

### ***DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD***

**Note:** All applications must include "from" and "to" dates (month/day/year), time base, civil service class titles, and range. Applications received without this information may be rejected because of incomplete information.

**SEE PAGE 2 FOR ADDITIONAL INFORMATION**

**Information for  
Additional Filing**

A departmental promotional examination is also being administered for the class of **Research Manager II**. Applicants who meet the minimum qualifications and wish to participate in both examinations may file one application for both examinations; however, submitted applications must include each class title for which the applicant wishes to participate. **Applicants will be considered only for the examination(s)/specified class title(s) they indicate on their application.**

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**COMPETITION LIMITED  
TO STATE EMPLOYEES**

Applicants must have a permanent civil service appointment with the EDD in order to take this examination.

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**REASONABLE  
ACCOMMODATIONS**

If you need an accessible test location, an interpreter, or other special testing arrangements because of a disabling condition or your religious beliefs, please complete question 2 and/or 3 on page 1 of the Examination Application (STD 678). You will be contacted and necessary arrangements will be made.

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**ELIGIBLE LIST  
INFORMATION**

A departmental promotional eligible list will be established for the EDD. Eligibility expires 12 months after it is established unless the needs of the services and conditions of the list warrant a change in this period.

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**REQUIREMENTS  
FOR ADMITTANCE  
TO THE EXAMINATION**

**Note:** All applicants must meet the education and/or experience requirements for this examination **by the final filing date.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

**Minimum  
Qualifications**

Experience and education which provides ability to perform successfully as a Research Manager at the level for which application is made.

**and  
Either I**

One year in the California state service performing pertinent research-related duties in a class with a level of responsibility equivalent to that of Research Analyst II.

**Or II**

**Experience:** Three years of pertinent professional research experience above the trainee level, which must have included responsibility for the determination of research design and methodology of a complete research project. (A Doctorate Degree in Economics, Psychology, Sociology, Geography, or a related research-oriented field may be substituted for two years of the required experience or a master's degree in a similar field to that described for the doctoral degree, may be substituted for one year of the required experience.) (Research experience in the California state service applied toward this pattern must include at least one year performing the duties in a class with a level of responsibility equivalent to Research Analyst II.)

**and**

**Education:** Graduation from college, with any major but with extensive course work in economics, psychology, sociology, geography, or a related research-oriented field. This must include or be supplemented by at least six semester hours in statistical methods.

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**SPECIAL PERSONAL  
REQUIREMENTS**

Demonstrated ability to act independently; flexibility; tact.

**SCOPE OF THE EXAMINATION****A. KNOWLEDGE OF:**

1. Applied research methods and techniques.
2. Public administration, including management and supportive services such as budget, personnel, program planning and evaluation, or related areas.
3. Statistical and mathematical reasoning.
4. Automated systems and their application to a research setting.
5. Principles of effective personnel, program and project management.
6. Governmental functions and organization at the State and local levels as they affect departmental research functions.
7. Principles and techniques of effective personnel management and supervision, including the Ralph C. Dills Act (State Employer-Employee Relations).

**B. ABILITY TO:**

1. Plan, organize, and manage a research function and/or complex program.
2. Reason logically and creatively and use a variety of analytical and research techniques to resolve complex problems.
3. Develop and evaluate alternatives.
4. Analyze data and communicate ideas and information effectively.
5. Consult with and advise administrators or other interested parties on a wide variety of subjects.
6. Gain and maintain the confidence and cooperation of others.
7. Develop and effectively use all available resources, including automated data processing systems and methods.
8. Use interdisciplinary teams effectively in the conduct of study projects.
9. Manage multiple priorities and make effective decisions.
10. Understand and fulfill supervisory responsibilities under the Ralph C. Dills Act (State Employer-Employee Relations).
11. Understand and effectively carry out State and Departmental Equal Employment Opportunity and upward mobility policies.

**EXAMINATION INFORMATION**

This examination will consist of a Qualifications Appraisal Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**STRUCTURED EXERCISE:** Candidates will be required to complete a structured exercise preceding their oral interview.

**ORAL INTERVIEW** – Candidates will be required to appear before a Qualifications Appraisal Panel (QAP) for an oral interview consisting of pre-determined, job-related questions.

**CANDIDATES WHO DO NOT APPEAR FOR THEIR SCHEDULED STRUCTURED EXERCISE AND/OR ORAL INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.**

**INQUIRIES ABOUT THIS EXAMINATION**

The EDD encourages all potential applicants to read this entire bulletin. Please refer to page 4 of this bulletin for additional examination information. All inquiries about this examination should be directed to Venus King at (916) 651-9399.

EDD also maintains a 24-hour recorded Automated Call Processing System. This system, which is updated weekly, provides information on upcoming final filing dates for EDD's open and promotional examinations. To access this system from a touch-tone telephone, call (916) 654-6869.

## GENERAL INFORMATION

**THE EMPLOYMENT DEVELOPMENT DEPARTMENT** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**IT IS THE CANDIDATE'S RESPONSIBILITY** to contact the Employment Development Department, Human Resource Services Division, (916) 654-6869, two weeks after filing his/her application if he/she has not received a Receipt of Application notice.

**EXAMINATION APPLICATIONS** (STD 678) are available at local offices of the Employment Development Department, at the State Personnel Board, and on the Internet at [www.spb.ca.gov](http://www.spb.ca.gov).

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

**EXAMINATION LOCATIONS:** When a written test is part of the examination, it will be given in such places as the number of candidates and conditions warrant. When oral interviews are part of the examination, ordinarily, such interviews are scheduled in the following areas: Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**ORAL INTERVIEW:** When an oral interview is part of the exam, and if a candidate's notice of interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**INTERVIEW SCOPE:** The interview questions will be based on the items listed in the SCOPE in this bulletin.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**PROMOTIONAL EXAMINATIONS ONLY:** Veterans Preference Points are not granted in promotional examinations. Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at the EDD's Human Resource Services Division, at the State Personnel Board, and on the Internet at [www.spb.ca.gov](http://www.spb.ca.gov).

EMPLOYMENT DEVELOPMENT DEPARTMENT  
Human Resource Services Division, MIC 54  
P.O. Box 826880  
Sacramento, CA 94280-0001  
Telephone/Exam Hotline: (916) 654-6869  
Web site: [www.edd.ca.gov](http://www.edd.ca.gov)

California Relay Service for Hearing Impaired:  
From TDD Phone: (800) 735-2929  
From Voice Phone: (800) 735-2922

*TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.*